

ADMINISTRATION

Administration Positions.....2000.1

All administrative and supervisory positions in the school system are established initially by the Board of Education or by state law, or both.

It is the intent of the Board of Education to employ a sufficient number of administrators to promote the attainment of our school's goals.

In each case, the Board of Education will approve the broad purpose and function of the position, consider a statement of job requirements as recommended by the Superintendent, and delegate to the Superintendent the task of writing, or causing to be written, a job description for the position.

The Board of Education directs the Superintendent to maintain continuously a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

ADMINISTRATION

Line of Responsibility.....2000.2

Lines of responsibility in this school district shall, to the fullest extent, be structured so that:

1. The Administration shall be encouraged to establish the education most appropriate for the students.
2. Responsibility shall flow simply and clearly from students through teachers, administrators and the Superintendent, to the Board of Education.
3. Each member of the staff shall be told to whom he or she is responsible and for what functions.
4. Whenever possible, each member of the staff shall be made responsible to only one immediate supervisor for any one function.
5. Each staff member shall be told to whom he or she can appeal in case of disagreement with the person to whom the staff member is responsible.
6. Each staff member shall be told to whom he or she can go for help in working out his or her own functions in the district program
7. Each staff member shall be kept advised of the policies, functions and progress of the district.

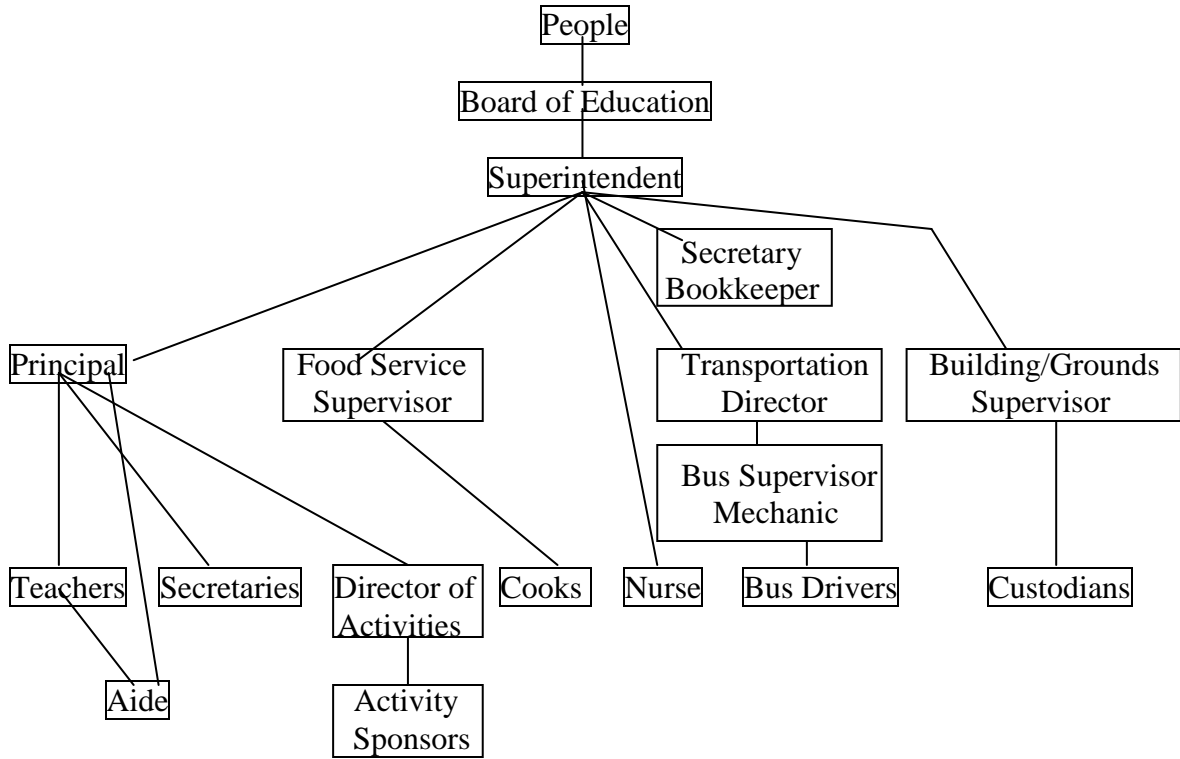
ADMINISTRATION

Job Description2000.3

The Superintendent shall provide for the preparation and maintenance of job descriptions for all administrative personnel according to acceptable personnel practices. Such job descriptions shall be kept in an orderly fashion in a separate manual.

ORGANIZATIONAL STRUCTURE
Hayes Center Public Schools #43-0079

Hayes Center Public Schools2000.4



ADMINISTRATION

Administrative Leeway in Absence of Board Policy.....2000.5

In cases where emergency action must be taken within the school system and where the Board of Education has provided no guides for administrative action, the Superintendent shall have power to act, but his or her decisions shall be subject to review by action of the Board of Education at a board meeting. It shall be the duty of the Superintendent to inform the Board of Education promptly of such action and the need for policy.

SUPERINTENDENT OF SCHOOLS

Superintendent of Schools: Qualifications and Appointment.....2010

The Board of Education at such time as it deems expedient shall elect a Superintendent of schools for a term not exceeding three years and whose term shall begin July 1. The Superintendent shall supervise the public schools of the district, subject to the policies and rules of the Board of Education, and shall receive for his or her services such compensation as the Board of Education may allow.

The Superintendent shall hold legally approved certification for such position.

SUPERINTENDENT OF SCHOOLS

Evaluation and Reelection2010.1

The Board of Education directs the Superintendent with assistance and approval of the Board of Education to develop a performance evaluation procedure and schedule to be used in the evaluation of the Superintendent. The procedure should be designed to promote communication between the Board of Education and Superintendent, promote professional growth, and used when considering reelection. Evaluation will be conducted twice annually during the first year and at least once annually thereafter.

The reelection of the Superintendent, unless he/she is on a multi-year contract, shall be considered at the regular January meeting of the Board of Education.

SUPERINTENDENT OF SCHOOLS

Rules and Regulations for Evaluation.....2010.2

1. Rationale and Purpose

The Board of Education is required by statute (79-12.111) to evaluate the Superintendent twice during the first year, (suggest October and January) of employment and at least once annually thereafter.

Appraisal should facilitate professional and personal growth, provide the means to define, evaluate, and recognize performance and achievement provide a means of diagnosing strengths and weaknesses and develop plans to improve performance in areas of defined weakness, and provide continuous and relevant feedback regarding performance.

- 2. Appraisal will be based upon the job description; specific performance plans, and defined and/or projected system priorities.

3. Appraisal Calendar

NOVEMBER: Distribute Evaluation Forms.

DECEMBER: Evaluation Forms to be completed by Board of Education members and compiled by the President of the Board of Education.

Board of Education meets to review evaluation and present results to the Superintendent.

JANUARY: Contract review.
Approval of performance plan for coming year salary consideration.

SUPERINTENDENT OF SCHOOLS

Attendance at National Convention.....2010.3

The Superintendent may attend a national professional conference with prior approval of the Board of Education.

SUPERINTENDENT OF SCHOOLS

Reimbursement of Expenses.....2010.4

The Superintendent shall be reimbursed for all necessary expenses incurred in attending any meetings or in making any trips on official business for the school district. Any out of state meetings must be Board of Education approved. Expenses shall be paid upon submission of receipts, which shall be kept on file for review and reference. Such expenses shall include registration fees, travel expense, lodging, meals and other expenses as approved by the Board of Education.

SUPERINTENDENT OF SCHOOLS

Purchases.....2020

1. AUTHORIZED PURCHASES

Only items may be purchased from funds belonging to the Board of Education for which funds have been provided in the current budget. If purchases or contracts not covered by available funds are deemed essential, the Board of Education may authorize a transfer of money from reserve or uncommitted funds to cover such expenditures.

2. MAKING PURCHASES

The Superintendent of schools may issue purchase orders for items covered by the budget. On large items that are under bid by interested suppliers, the Board of Education shall determine the bid to be accepted in terms of price, quality of product and service rendered.

3. TEXTBOOKS

Textbooks for use in school subjects shall be adopted by the Board of Education. The Superintendent shall make recommendations to the Board of Education for the textbooks adoptions. He should consult teacher committees and obtain all available expert opinion as he can before recommending adoption of a new text. After a textbook has been adopted, the Superintendent is authorized to purchase the necessary number and to make new purchase of the book from year to year as may be necessary.

4. INVENTORY

The Superintendent shall keep an accurate record of textbooks, library books, moveable equipment, including visual education equipment, athletic equipment, music equipment, uniforms, typewriters, electronic equipment, computers, and software, and the like. He may require teachers to aid him in maintaining such an inventory. He shall report to the Board of Education losses of equipment and supplies not consumed in the process of use.

5. ACCEPTANCE OF GIFTS.

The Superintendent or Board of Education may accept gifts for use by the school district provided restrictions are not placed on its use that discriminates among pupils on any basis other than school grade or subjects or limits the Board of Education in its duties in operation of the school.

SUPERINTENDENT OF SCHOOLS

Expenditure Authorization.....2020.1

Prior to committing Hayes Center Public Schools to an expenditure of \$1,500.00 or more, the proposed expenditure will be brought to the Board of Education to be discussed and voted upon. Expenditures include but are not limited to, classroom or other furniture or equipment, computer equipment, facility repairs and/or improvements, school owned house repairs and/or improvements or vehicle repairs. Exceptions to this policy are limited to:

- A. Filling propane tanks for school heating.
- B. Filling gas tanks for bus purposes.
- C. Purchase of previously adopted textbooks.
- D. Supplies.
- E. Emergency expenditures.
- F. Utilities (i.e., telephone & electricity).

Date of Adoption: February 13, 2012

SUPERINTENDENT OF SCHOOLS

Assignment to Duties and Responsibilities.....2021

The Superintendent shall assign all principals, teachers, custodians and other employees to the particular school in which they will work and shall assign their major teaching responsibilities or duties. The building principal shall have authority to assign specific responsibilities and duties, such as classes to be taught, noon and recess duties, sponsorship and direction of out-of-class activities, supervision of pupils in halls, study halls, cafeterias, playgrounds, and school grounds, work of faculty committees and staff activities, and the like. It shall be the responsibility of the building principal to keep the superintendent informed at all times of their actions.

SUPERINTENDENT OF SCHOOLS

School Calendar.....2022

Prior to opening of school, the Superintendent shall present to the Board of Education and it shall adopt a calendar showing the opening and probable closing dates of school, vacation periods, etc. The Superintendent shall not dismiss school except for dates shown on the official board calendar except by action of the Board of Education or in cases of emergencies when he considers it unwise to hold school.

SUPERINTENDENT OF SCHOOLS

Substitutes.....2023

The Superintendent will prepare a list of certified teachers. This list will be used by the Principals to fill the day-to-day absences of contracted staff. Extended need of a substitute beyond 10 consecutive teaching days for an individual teacher should have the approval of the Superintendent.

The Board of Education will establish the daily rate of pay for substitute teachers. Such rate will be reviewed annually.

SUPERINTENDENT OF SCHOOLS

Control of Student Activity Funds.....2030

The Superintendent and office secretary will have custody of funds of classes, organizations, and activities. This person will keep records of individual accounts under separate headings. All funds will be deposited in one general account at the bank. A complete record of all receipts and expenditures shall be maintained at all times and these records and the fund shall be audited once a year by a person or persons selected by the Board of Education. At least semi-annually and at other times on request of the Board of Education, the Superintendent will submit to the Board of Education a report of receipts, disbursements and the balance of the activity fund and of the accounts, comprising the fund.

BUILDING PRINCIPALS

Principals: Qualifications and Appointment.....2100

The Board of Education shall elect building principals upon the recommendation of the Superintendent. The principals shall supervise their respective buildings under the supervision of the Superintendent and within the policies and rules of the Board of Education.

The principals shall hold legally approved certification for such positions.

BUILDING PRINCIPALS

Evaluation and Reelection2100.1

The Superintendent shall be responsible for evaluating the building principals' skills and performance. The procedure should be designed to promote communication between the Superintendent and the principals, promote professional growth, and used when considering reelection. In a case that a superintendent holds a principal position, that evaluation will be conducted by the Board of Education.

The reelection of the principals shall be considered at the regular February meeting of the Board of Education.

BUILDING PRINCIPALS

Attendance at National Convention.....2100.2

The Principal(s) may attend the National Association of Secondary/Elementary Principals' National Convention with prior approval of the Board of Education.

BUILDING PRINCIPALS

Reimbursement of Expenses.....2100.3

The principals shall be reimbursed for all necessary expenses incurred in attending any meetings or in making any trips on official business for the school district, subject to the Superintendent's approval. Any out-of-state meeting must be Board of Education approved. Expenses shall be paid upon submission of receipts and shall be on file for review and reference. Such expenses shall include registration fees, travel expense, lodging, meals and other expenses as approved.